USER'S GUIDE

for the

AEROSPACE MEDICAL CERTIFICATION SUBSYSTEM (AMCS)



AMCS

Aerospace Medical Certification Subsystem

Login				
User name: Password:				
Login Change Password				

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INTRODUCTION

The Aerospace Medical Certification Subsystem (AMCS) is an integrated and standard system designed to vastly improve and simplify the processing of applicant medical certification information. One of the primary goals of the AMCS is to allow all AMEs to enter the Form 8500-8 application information directly into the system via the Internet. AMEs will be assigned an AMCS username and password by the FAA. AMEs will access the AMCS Internet application by connecting to the AMCS Login Page at https://diws1.cami.jccbi.gov.

This document discusses the system requirements for accessing the AMCS Internet application and provides the instructions necessary to walk the user through the data entry and submission process.

AME SYSTEM REQUIREMENTS

The AME is responsible for establishing and maintaining the Internet access for their office. This includes signing up with an Internet Service Provider (ISP) (e.g. AOL, CompuServe, etc.). While the FAA cannot endorse any particular ISP, it is recommended that the AME sign-up with one that will be able to provide Internet access at the required speeds with as few service interruptions or connection difficulties as possible. It is important to note that while the ISP and operating systems utilized are up to the user, the only web browsers that may be used are Microsoft Internet Explorer® (version 5.0 or higher) and Netscape® (version 6.0 or higher). These web browsers support the required 128-bit encryption that is utilized by the FAA as a security measure. If you do not have one of these browsers installed, you will not be granted access to the AMCS Internet web site. These browsers are available for download from the Internet.

AMEs will also find that although their existing computer system may be able to access the AMCS web site, performance will be greatly improved with a computer containing a faster processor (233 MHz or higher), a faster modem (preferably 56K), and additional RAM (64 – 128 MB).

AMCS INTERNET APPLICATION

AMEs may access the AMCS Internet application by going directly to the <u>AMCS Login Page</u> or by going to the FAA website http://www.faa.gov and selecting the following hyperlinks.

From the FAA's home page, click on the *Licenses & Certificates* tab at the top of the page. From the Licenses & Certificates page, click on the *Medical Certification* link located on the left side of the screen or listed below the Top Requests subject title. From the Medical Certification page, click on the *Aerospace Medical Certification Subsystem (AMCS) Online Support* link located below the Aviation Medical Examiners subject title. This will take you to the <u>AMCS Online Support</u> page.

The Aerospace Medical Certification Subsystem (AMCS) Online Support page provides important notices about policy changes and update information concerning use of the application or enhancements made to the application. The online support page also provides and AMCS/DIWS Login hyperlink and hyperlinks relating to general information, support and security.

Clicking on the AMCS/DIWS Login hyperlink will take you to the AMCS Login Page.

Pop-Up Blockers and Cookies

Pop-Up Blockers must be disabled and Cookies must be enabled in order for the AMCS Internet application to function properly.

Internet Connection Issues

In the event that you lose Internet connectivity prior to transmitting, the information that was previously saved will be stored in the database. Any data that had not been saved must be re-entered. For example, if you entered data on page 1 of the Form 8500-8 Data Entry screens and saved, then began entering data on page 2 when the Internet connection was terminated, all of the information on page 1 will remain in the database. Therefore, upon logging back into the system, you should search for the airman again and select the pending application for that airman, which will have a status of 'P'. All of the saved data will be present and you should proceed to the page of the Form 8500-8 Data Entry screens that you were on when the Internet connection was lost and continue the data entry process.

NOTE

This web site is best viewed using a screen resolution of 1024×768 . If your monitor or video display adapter cannot handle this resolution, you will still be able to view all of the pages. You will have to utilize the vertical scroll bar on the right-hand side of the window in order to view the information that is on the bottom of the screens.

Technical Support

For technical support questions please contact the AMCS Help Desk at (405) 954-3238.

AMCS LOGIN

Locate the URL for AMCS with your browser and type in your *User Name* and *Password*. Strike **<Enter>** or click the **Login** button. You will be taken to the AMCS Pending Exams screen.



AMCS Login Screen

Messages Screen

The messages screen provides notification from the FAA to the AMEs. If new information pertinent to the job functions of an AME has been submitted the Messages screen will launch when the AME logs in to AMCS. If there are no new messages the Pending Exams screen will launch as usual.



Messages Screen

Change Password

AMCS passwords will expire every 90 days. If your account has expired you will be taken directly to the Change Password screen after your login attempt. To change your password click on the **Change Password** button on the Login screen.

The Login window will expand to include **New Password** and **Confirm** text boxes.



AMCS Aerospace Medical Certification Subsystem



Change Password Screen

Enter a new password of your choice. Passwords must be at least eight characters in length and must use three of the four following different character types:

- Uppercase alphabetic characters (A-Z)
- Lowercase alphabetic characters (a-z)
- Numeric characters (0-9)
- Non-alphanumeric characters (*#&%@~^)

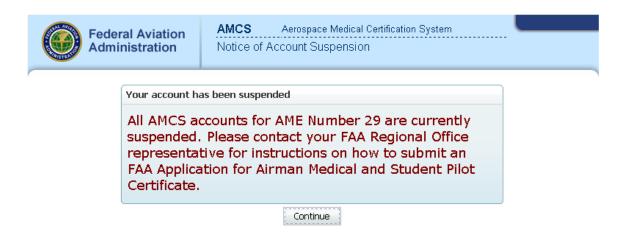
Password characters may not be repeated more than two times (Valid: PPassword1 – Not Valid: PPPassword1).

The system will maintain the last five passwords and not allow you to use any password that you have used in the past five changes. **IMPORTANT:** Login accounts will be locked out for twenty minutes after three failed attempts to login to AMCS.

Enter your new password in both areas and strike **<Enter>** or click the **Login** button. Your password will be changed and you will be logged onto to AMCS.

Notice of Account Suspension

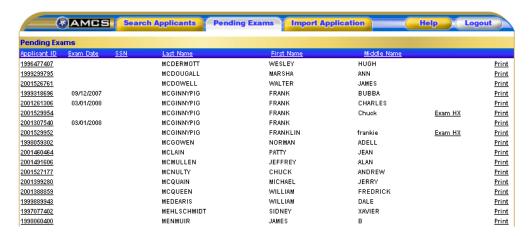
An AME whose status is inactive will no longer be able to log on to AMCS. An inactive AME, or a member of that AME's staff attempting to log on to AMCS will be presented with a "Notice of Account Suspension" screen and should contact their FAA Regional Office representative for the appropriate instructions on how to proceed.



Notice of Account Suspension Screen

PENDING EXAMS SCREEN

This screen displays the exams performed by the AME's office that are in pending status. Exams can be sorted by Applicant ID, Exam Date, SSN, Last Name, First Name or Middle name by clicking on the appropriate column header.



Pending Exams Screen

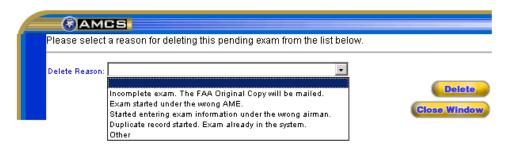
Functions:

SEARCH APPLICANTS TAB - Select this tab to go to the Search Applicants screen.

IMPORT APPLICATION TAB – Select this tab to go to the Import Application screen.

EXAM HX – Clicking on the Exam HX link will display a Pre-Exam Report for the exam. This link will only display for exams submitted via the FAA's MedXPress system.

DELETE - Clicking on *Delete* will launch the Delete Pending screen, where a *Delete Reason* must be selected in order to delete the related exam information from the AMCS. This link will disappear if certificate is printed using the Quick Cert feature on Page 1 of the 8500-8 Data Entry screens, but the exam was not submitted.



PRINT – Clicking on *Print* will display the exam in PDF format for viewing and printing.

HELP — Provides information about the screen's functionality.

LOGOUT Logs you out and returns you to the Login screen.

SEARCH APPLICANTS SCREEN

From this screen you can choose whether to add an exam for a new applicant or search for an existing applicant in order to add an exam to the applicant's record or to review the applicant's previous exams.

The Search Applicants screen allows you to perform a search using an SSN, Applicant ID, PI Number, Date of Birth or Name as the search criteria. Performing a search will determine if the applicant currently exists in the system and will display the applicant's exam information.

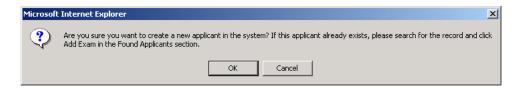
Searching by SSN, Applicant ID or PI Number should always result in a single applicant match. Searching by DOB will bring up all applicants with that date of birth. Searching by name will bring up all applicants with that name.



Search Applicants Screen

No Matching Records

If your search does not return any records for any existing applicants, you will be notified with a message stating so. You should verify the search criteria were entered properly. If the information was entered incorrectly, re-enter the search criteria. If upon reviewing the information that was entered you determine that it was not entered incorrectly, you should click on the **Create Applicant** button to add an exam for a new applicant. The following message will display.



If you are certain you want to create a new applicant, click **OK** and you will proceed to the first page of the Form 8500-8 Data Entry screens.

Found Applicants

If you select an existing applicant that was retrieved during your search, when you click on the **Add Exam** link to the right of the applicable Applicant ID number you will proceed to the first page of the Form 8500-8 Data Entry screens with the demographic data already loaded. It is imperative that you verify that the demographic data on the screen matches the demographic data on the 8500-8 application. If the information is different, you should enter the new information from the current 8500-8 application into the appropriate fields on the screen.

Found Exams

NOTE

MID links are only enabled if that particular exam was performed by the AME logged in or by someone in that AMEs' office.

To view a particular exam, click on the MID number of the exam you wish to view. If the exam Status is 'A', the exam was completed and a summary of the Form 8500-8 will be presented. If the exam Status is 'P', the exam was started, but not completed and the Form 8500-8 Data Entry screens will launch with all information previously entered and saved displayed in the appropriate fields.

Functions:

PENDING EXAMS TAB - Select this tab to go to the Pending Exams screen.

IMPORT APPLICATION TAB – Select this tab to go to the Import Application screen.

SSN – Enter applicant's social security number.

APPLICANT ID – Enter applicant's applicant ID number.

PI NUMBER – Enter applicant's PI number.

DATE OF BIRTH – Enter applicant's date of birth in the (MM/DD/YYYY) format.

LAST NAME - Enter applicant's last name.

FIRST NAME - Enter applicant's first name.

MIDDLE NAME - Enter applicant's middle name.

SEARCH Starts the search for applicant based on the criteria selected.

CLEAR — Clears the search fields.

CREATE APPLICANT — Takes you to the first page of the Form 8500-8 Data Entry screens.

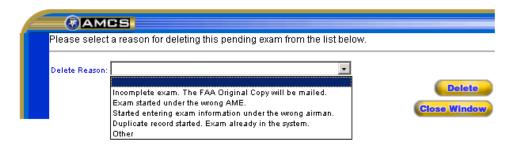
APPLICANT ID - Clicking on an Applicant ID number under the **Found Applicants** section will display all of the exams for that applicant under the **Found Exams for Highlighted Applicant** section at the bottom of the screen.

ADD EXAM — This button is located under the **Found Applicants** section. Clicking on this button takes you to the Certificate/Form No. entry page where either an FF or GG series from may be selected and where the certificate number must be entered before you will be allowed to continue to the first page of the Form 8500-8 Data Entry screens for the associated applicant so that the new exam information may be entered.



MID - Clicking on a MID number under the **Found Exams for Highlighted Applicant** section will display a summary of the Form 8500-8 if the status of the exam is listed as **'P'**, clicking on the MID number will launch the Form 8500-8 Data Entry screens for that particular exam with the information previously entered and saved displayed in the appropriate fields.

DELETE - Clicking on *Delete* beside the exam status listed as '**P**' will launch the Delete Pending screen, where a *Delete Reason* must be selected in order to delete the related exam information from the AMCS. This link will disappear if certificate was printed using the Quick Cert feature on Page 1 of the 8500-8 Data Entry screens, but the exam was not submitted.

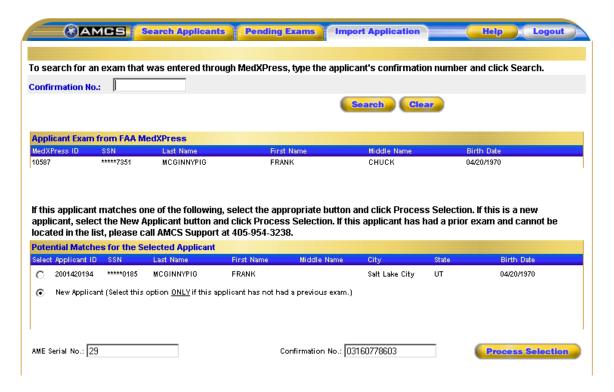


HELP — Provides information about the screen's functionality.

LOGOUT Logs you out and returns you to the Login screen.

IMPORT APPLICATION SCREEN

This screen allows an AME to search for exam application information entered by an applicant via the FAA's MedXPress system. The applicant will provide the number for the AME to enter into the Confirmation No. field. The exam information matching the confirmation number will display below the **Search** button. If there are applicants in the DIWS that are potential matches they will be listed along with the new applicant option. If there are no current applicant exams found that match the confirmation number you will receive a message stating so.

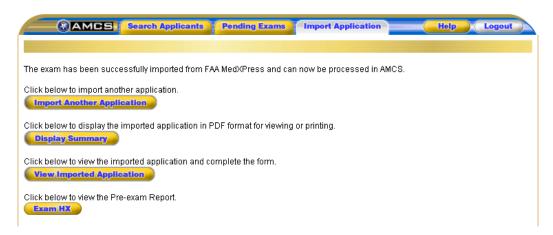


Import Application Screen

Select the radio button that applies and click on the **Process Selection** button. The exam application information entered via the FAA MedXPress will import into the AMCS and is ready for you to perform the applicant's exam and enter the remainder of the applicant's exam information.

IMPORTANT Exams entered as FF-series exams will be converted to GG-series upon import. You will receive a message upon import stating that the exam was converted after submission and will require answers to questions 18.v and 18.v.

A screen will display giving you the option of importing another application, displaying the application you just imported in PDF format, viewing the application you just imported in the 8500-8 Data Entry screens so you may enter the remainder of the exam information or viewing a pre-exam report for the applicant.



Clicking on the **Import Another Application** button will return you to the Import Application Search screen so that you may import another application.

Clicking on the **Display Summary** button will create a PDF version of the imported application for viewing or printing.

Clicking on the **View Imported Application** button will take you to first page of the Form 8500-8 Data Entry screens for the associated applicant so the remainder of the applicant's exam information can be entered.

Clicking on the **Exam HX** button will create an pre-exam report for the applicant.

Functions:

SEARCH APPLICANTS TAB - Select this tab to go to the Search Applicants screen.

PENDING EXAMS TAB - Select this tab to go to the Pending Exams screen.

HELP — Provides information about the screen's functionality.

LOGOUT Logs you out and returns you to the Login screen.

CONFIRMATION NO. – Enter the confirmation number provided by the applicant.

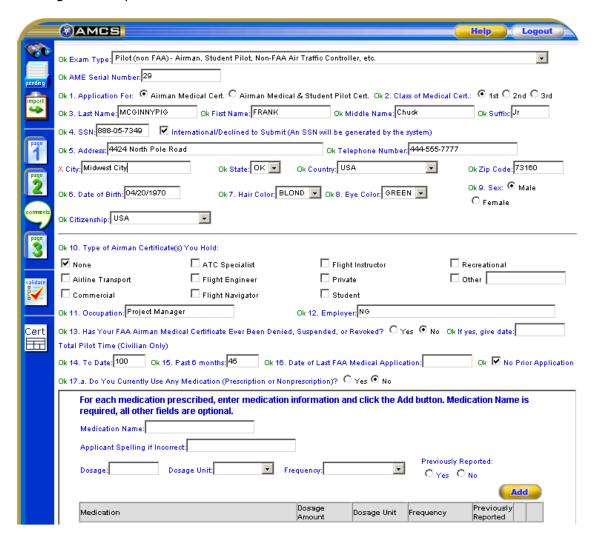
SEARCH Starts the search for the exam matching the confirmation number entered.

CLEAR • Clears the confirmation number field.

PROCESS SELECTION — Imports the FAA MedXPress application into the AMCS.

FORM 8500-8 DATA ENTRY SCREENS

The Form 8500-8 Data Entry screens are presented on four separate pages. Each field displays a blue "?", red "X" or a green "Ok" beside it. The "?" indicates that the information has not yet been validated. The "OK" indicates that the information has been validated and that information entered is acceptable. The "X" indicates that a required field was left blank or that an error was found with the information entered into a field during validation. Holding your mouse over the "X" will display text describing what is required or what the validation on that field consists of. Clicking on the "Ok" or the "X" will take you to the text in the Guide for Aviation Medical Examiners that explains the type of information that belongs in that particular field.



Form 8500-8 Data Entry Screens (Sample)

Form 8500-8 Data Entry Screen Page 1

Page 1 of the Form 8500-8 Data Entry screens was designed to resemble the front page of the hardcopy FAA Form 8500-8.

FUNCTIONS:

Data Entry - Instructions for the individual data entry fields on Page 1 of the data entry screens follow.

Search Icon — Takes you to the Search Applicants screen where you can choose whether to add an exam for a new applicant or search for an existing applicant in order to add an exam to the applicant's record or to review the applicant's previous exams.

Pending Icon — Takes you to the Pending Exams screen, which displays exams performed by the AME's office in a pending status.

Import Icon — Takes you to the Import Application screen, where you can search for exam application information entered by an applicant via the FAA's MedXPress system.

Page 1 Icon — This icon, when displayed in blue, indicates that you are on page 1 of the data entry screens.

Page 2 Icon Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 2 of the data entry screens.

Comments Icon — Takes you to the Comments page where you can enter comments for *Yes* radio button selections for Item 18, Medical History, selections a. thru y; for *Abnormal* radio button selections made for the Physical Findings, Items 25 thru 48; and for out of range or abnormal results for items 17.a., 17.b., 19, 49, 50, 51.a., 51.b., 52 thru 57 and 59.

IMPORTANT: A section for comments when an AME makes modifications to information on page 1 of an application imported via the FAA MedXPress is provided. An AME must enter a comment for each modification before the exam can be submitted.

Page 3 Icon Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 3 of the data entry screens.

Validate Icon ✓ - Selecting this icon will save any newly entered or updated information, validate that information and display a list of errors if applicable.

Certificate Icon — Selecting this icon will launch the Medical Certificate Quick Print screen that allows you to fill in the required information and issue a certificate prior to entering and submitting the exam information. Once a certificate has been printed for a particular exam, the button will no longer appear as part of Page 1 for that exam.

Set All Blank Items in A thru Y to NoSet All Blank Items in A thru Y to No

Set All Blank Items in A-Y to ONO

- Sets all of the blank radio button selections for the Medical History, Item 18, selections a. thru y. to No.

Set All No Items in A thru Y to Blank Sot All ONo Items in A-Y to Blank - Sets all of *No* radio button selections for the Medical History, Item 18, selections a. thru y. to *Blank*. Yes selections will remain selected.

Save Save - Selecting this button will save any newly entered or updated information.

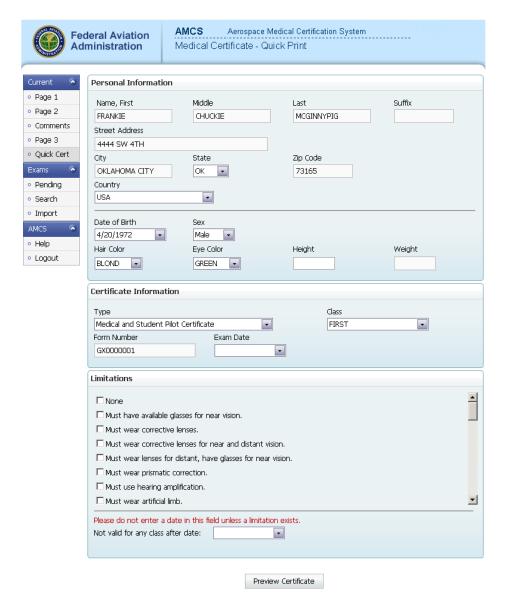
Next Page Selecting this button will save any newly entered or updated information and take you to page 2 of the data entry screens.

Help — Provides information about the screen's functionality.

Logout Logs you out and returns you to the Login screen.

MEDICAL CERTIFICATE QUICK PRINT

This screen is launched when the **Cert** icon on Page 1 of the Form 8500-8 Data Entry screens is selected.

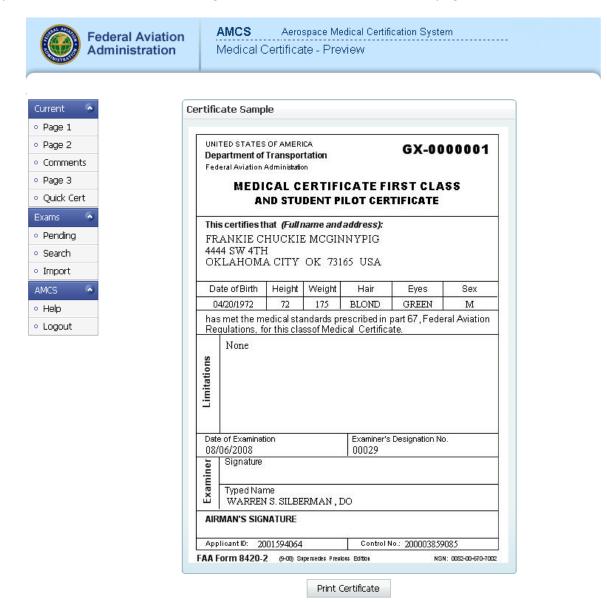


Medical Certificate Quick Print Screen

Some fields will automatically populate with the applicable information from Page 1. Information entered such as Weight, Height, Form Number, Exam Date, Limitations, etc. will be saved into the applicable fields of the 8500-8 data entry screens. The Form Number field will automatically populate with an FX-***** computer generated number if the exam was transmitted via the FAA's MedXPress system. If the exam information is being entered from the AME's office the FF-****** number from the paper 8500-8 form should be entered. The Form Number will print on student certificates. Once all required information is entered, click on the **Preview Certificate** button.

MEDICAL CERTIFICATE PREVIEW

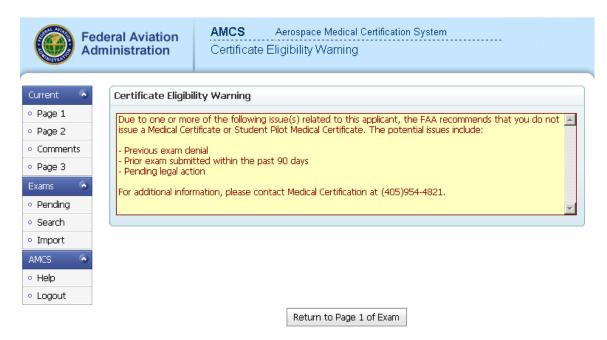
Clicking on the **Preview Certificate** button on the Medical Certificate Quick Print screen will launch this screen. If the certificate is accurate, click on the **Print Certificate** button and make the necessary print selections. Once the certificate has printed, select where in AMCS you would like to return to using the links on the left side of the page.



Medical Certificate Preview Screen

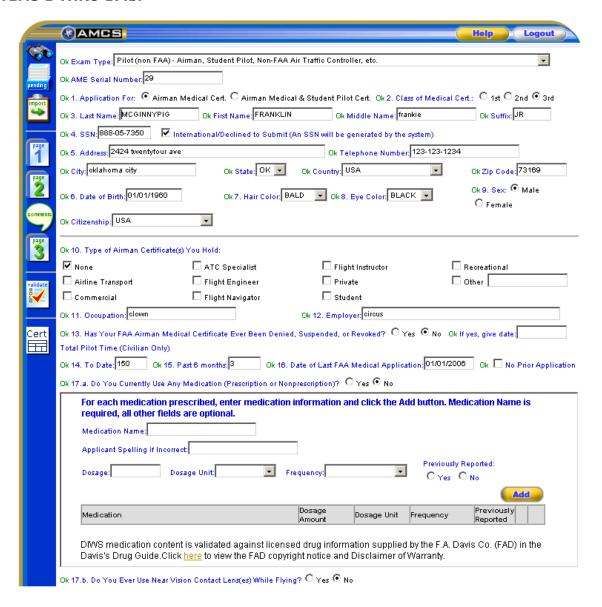
CERTIFICATE ELIGIBILITY WARNING

Each exam is validated against the applicant's medical history in the DIWS. If the applicant has had a previous exam denial, a prior exam submitted within the past 90 days, or has a pending legal action you will be presented with this warning page and will not be allowed to print a certificate.



Certificate Eligibility Warning Screen

ITEMS 1 THRU 17.b.



Exam Type

Select the type of exam to be performed for the applicant from the drop down list provided. Exam Type drop down selection eliminates the need for Page 0. Validation is based on the type of exam selected. **NOTE:** Drop down selections are available only to AMEs designated to perform FAA Employee exams.

AME Serial Number

Allows AMEs designated to perform FAA Employee exams to enter or update the AME Serial Number. This was formerly done on Page 0.

1. Application For

Select either the *Airman Medical Cert* or *Airman Medical & Student Pilot Cert* radio button to indicate the type of certificate being applied for.

2. Class of Medical Certificate

Select either the 1^{st} , 2^{nd} or 3^{rd} radio button to indicate the class of certificate being applied for.

3. Last Name

Enter the applicant's last name.

First Name

Enter the applicant's first name.

Middle Name

Enter the applicant's middle name.

Suffix

Enter the applicant's name suffix if applicable. Name suffixes JR, SR and roman numerals I through XVII only will be accepted. All punctuation should be omitted.

4. SSN

Enter that applicant's Social Security Number, or pseudo SSN if they would prefer not to provide their SSN.

NOTE

If the applicant does not have a pseudo SSN and does not wish to provide their SSN, click on the check box next to *International/Declined to Submit*. When this option is selected, a pseudo SSN will be assigned to the applicant. The applicant should be given the SSN to use on future 8500-8 applications.

5. Address

Enter the applicant's street address. When entering the applicant's street address DO NOT use any punctuation (e.g., Rolling Ave. should be entered Rolling Ave).

Telephone Number

Enter the applicant's telephone number.

City

Enter the applicant's city. When entering the name of the city the applicant lives in be sure that no numbers or punctuation are used if the applicant lives in the United States (e.g., St. Louis should be entered St Louis). If the applicant lives in a foreign country the city name may contain numbers, but no punctuation.

State

Select the applicant's state from the drop down list provided, or leave blank if international.

Country

This field defaults to USA. Select the applicant's country of residence from the drop down list provided, or select Other (Unknown). When selecting the applicant's State and Country, either a state or foreign country must be selected, but not both.

Zip Code

Enter the applicant's zip code.

6. Date of Birth

Enter the applicant's date of birth in the (MM/DD/YYYY) format. If applying for an Airman Medical & Student Pilot Certificate, the applicant's birthday must be at least 16 years prior to today's date. The date entered must also be a valid date, no later than today's date, and no earlier than the 19th century.

7. Hair Color

Select the applicant's hair color from the drop down list provided.

8. Eye Color

Select the applicant's eye color from the drop down list provided.

9. Sex

Select either the Male or Female radio button.

Citizenship

This field defaults to USA. Select the country the applicant is currently a citizen of.

10. Type of Airman Certificate(s) You Hold

Check all that apply. If None is checked, no other boxes should be checked. If Other is checked you must enter something into the text box to the right of the Other option.

11. Occupation

Enter the applicant's occupation.

12. Employer

Enter the name of the applicant's employer.

13. Has Your FAA Airman Medical Certificate Ever Been Denied, Suspended or Revoked

Select either the *Yes* or *No* radio button. If yes is selected, you must enter the date of the denial, suspension or revocation in the (MM/DD/YYYY) format. The date entered must be a valid date, no later than today's date, and no earlier than the 19th century.

14. Total Pilot Time (Civilian Only) To Date

Enter the number of pilot hours (in whole numbers) to date.

15. Total Pilot Time (Civilian Only) Past 6 Months

Enter the number of pilot hours (in whole numbers) during the past 6 months. The number of hours listed in 15 should not exceed the number of hours listed in 14.

16. Date of Last FAA Medical Application

If the applicant had previous exams, this field should populate with the date of the latest exam. If this is the applicant's first application, check the **No Prior Application** check box.

NOTE

If 13 is "No" and 16 is blank, the **No Prior Application** box must be checked.

17.a. Do You Currently Use Any Medication (Prescription or Nonprescription)

Select either the *Yes* or *No* radio button. If Yes is selected, continue entering the necessary medication information.

IMPORTANT: If an application has been imported via the FAA MedXPress and an incorrect entry exists, the following instruction will display:

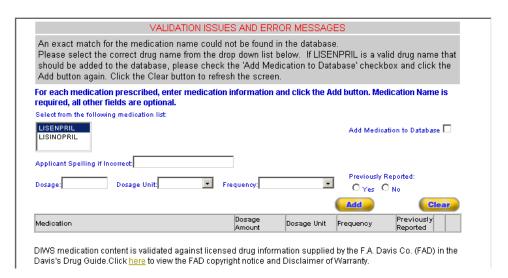
This application contains one or more medication names that could not be validated. Please click the edit button next to the corresponding item(s) to enter the correct medication.

1. Enter the name of the medication prescribed.



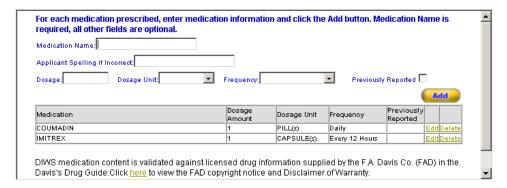
2. If an exact match for the medication cannot be found in the database an error message will display and a drop down list of possible matches will be provided.

If the drug name entered is a valid drug name that should be added to the database, check the *Add Medication to Database* checkbox and click the button. Click the details button to refresh the screen.



- 3. Select the correct medication name.
- 4. If the applicant misspelled the medication on the form, the spelling the applicant used should be entered into the *Applicant Spelling if Incorrect* box.

- 5. Type in the Dosage Amount and select the Dosage Unit and Frequency from the drop down lists provided.
- 6. If the medication has been previously reported, check the check box below the Previously Reported column.
- 7. Click the button. The medication and its associated dosage information will display below the appropriate column headings.



- 8. Repeat this procedure for each medication listed.
- 9. The medication and its information will populate in the comments box for block 60 so that AME can comment on the medication(s).
- 10. Click on the *Edit* link to update the associated medication.
- 11. Click on the Delete link to delete the associated medication from the exam.

17.b. Do You Ever Use Near Vision Contact Lens(es) While Flying

Select either the Yes or No radio button

ITEM 18 - MEDICAL HISTORY

Ok 18. Medical History - HAVE YOU EVER IN YOUR LIFE BEEN DIAGNOSED WITH, HAD, OR DO YOU PRESENTLY HAVE ANY OF THE FOLLOWING? Answer "yes" or "no" for every condition listed below (if "yes", click Add Comment to add or edit a comment) Medical History Medical History Description Description a. O Yes O No Frequent or severe headaches m. C Yes 💽 No Mental disorders of any sort: depression, anxiety, etc. Substance dependence or failed a drug test ever; or n. O Yes 6 No substance abuse or use of illegal substance in the last b. C Yes 1 No Dizziness or fainting spell 2 years. c. C Yes 6 No Unconsciousness for any reason o. C Yes 1 No Alcohol dependence or abuse d. O Yes 1 No Eye or vision trouble except glasses p. C Yes © No Suicide attempt e. C Yes ⊙ No Hay fever or allergy a. C Yes 🖲 No Motion sickness requiring medication f. ○ Yes ⊙ No Asthma or lung disease r. C Yes 🖲 No Military medical discharge g. O Yes 🕙 No Heart or vascular trouble s. C Yes 1 No Medical rejection by military service t. C Yes © No Rejection for life or health insurance h. O Yes 10 No High or low blood pressure i. C Yes 🖲 No Stomach, liver, or intestinal trouble u. C Yes © No Admission to hospital j. O Yes 💽 No Kidney stone or blood in urine x. C Yes 💽 No Other illness, disability, or surgery k O Yes @ No Diabetes v. C Yes 💿 No Medical disability benefits I. C Yes • No Neurological disorders: epilepsy, seizures, stroke, paralysis, etc. Arrest, Conviction and/or Administrative Action History History of (1) any arrest(s) and/or conviction(s) involving driving while intoxicated by, while impaired by, or while under the influence of alcohol or a drug; or (2) history of any arrest(s), and/or conviction(s), and/or administrative action(s) involving an v. C Yes
No Influence or alcohol or a drug, or (2) instory or any anesage, and or concentration of driving privileges or which resulted in the denial, suspension, cancellation, or revocation of driving privileges or which resulted in attendance at an educational or a rehabilitation program. w. C Yes @ No History of nontraffic conviction(s) (misdemeanors or felonies). See Comments Page to View and Update Airman Comments for Items 18a-y.

18. Medical History – Have You Ever In Your Life Been Diagnosed With, Had, Or Do You Presently Have Any Of The Following

Select either the *Yes* or *No* radio button for each of the items a. thru y. All items marked "yes" require a comment.

If all of the items on the 8500-8 application are checked as "No" you can click on the SolAll Blank Homs in A.-Y to ONO button. Each item's No radio button will be selected.

Clicking on the Sol All ONO Items in A - Y to Blank button will clear the "No" selections.

Conviction and/or Administrative Action History

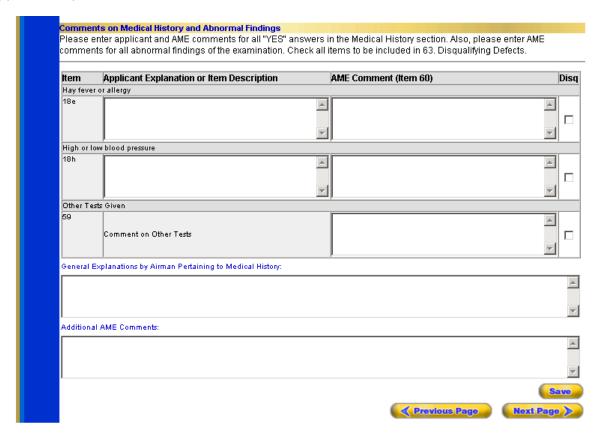
Select either the *Yes* or *No* radio button for items v. and w. The airman should be contacted if this field was left blank.

If any of the items a. thru y. were checked as "Yes" on the 8500-8 application, you must select the Yes radio button.

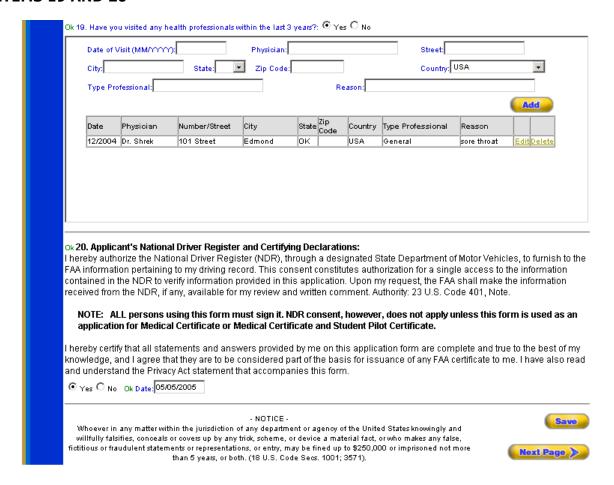
Applicant Explanations

Applicant explanations that must be entered for medical history items where the *Yes* radio button was selected shall be entered into the bottom section of the Comments screen

Click on the icon on the left side of the page and enter the applicant's comments in the Applicant Explanation area of the screen that will launch.



ITEMS 19 AND 20



19. Have You Visited any Health Professionals Within last 3 Years

Select either the Yes or No radio button. If Yes is selected, enter at a minimum, the date of the visit in the (MM/YYYY) format, the country and the reason for seeing a physician into the boxes provided. The date entered must be a valid date, no later than today's date, and no earlier than the 19^{th} century. Information should be entered into the remaining boxes if the applicant provided the information.

Click on the Add button and the information you entered will appear under the appropriate headings underneath the Add button and the fields will clear. The Edit and Delete options that correspond with each visit allow you to update the visit information or completely delete the visit from the record.

Clicking on the Edit link will display that visit's information in the boxes provided and update and buttons will replace the button. Update as necessary and click the update button. The fields will clear, the ded button returns and the information will again appear under the appropriate headings. You may cancel the editing process by clicking the button

20. Applicant's National Driver Register and Certifying Declarations

Select either the *Yes* or *No* radio button. If the applicant signed the form, select Yes and enter the date on which the form was signed in the (MM/DD/YYYY) format. The date entered must be a valid date, no later than today's date, and no earlier than the 19^{th} century. You must enter the date if Yes is selected.

To proceed to Page 2 of the Form 8500-8 Data Entry screens click on the button at the bottom right of the screen.

-OR-

Click on the icon at the top left of the screen. Information entered on Page 1 will be saved and you will be taken to Page 2 of the Form 8500-8 Data Entry screens.

Form 8500-8 Data Entry Screen Page 2

Page 2 of the Form 8500-8 Data Entry screens was designed to resemble the back page of the hardcopy FAA Form 8500-8.

FUNCTIONS:

Data Entry - Instructions for the individual data entry fields on Page 2 of the data entry screens follow.

Search Icon — Takes you to the Search Applicants screen where you can choose whether to add an exam for a new applicant or search for an existing applicant in order to add an exam to the applicant's record or to review the applicant's previous exams.

Pending Icon — Takes you to the Pending Exams screen, which displays exams performed by the AME's office in a pending status.

Import Icon — Takes you to the Import Application screen, where you can search for exam application information entered by an applicant via the FAA's MedXPress system.

Page 1 Icon • Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 1 of the data entry screens.

Page 2 Icon — This icon, when displayed in blue, indicates that you are on page 2 of the data entry screens.

Comments Icon — Takes you to the Comments page where you can enter comments for *Yes* radio button selections for Item 18, Medical History, selections a. thru x; for *Abnormal* radio button selections made for the Physical Findings, Items 25 thru 48; and for out of range or abnormal results for items 17.a., 17.b., 19, 49, 50, 51.a., 51.b., 52 thru 57 and 59.

IMPORTANT: A section for comments when an AME makes modifications to information on page 1 of an application imported via the FAA MedXPress is provided. An AME must enter a comment for each modification before the exam can be submitted.

Page 3 Icon Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 3 of the data entry screens.

Validate Icon <a> - Selecting this icon will save any newly entered or updated information, validate that information and display a list of errors if applicable.

Set All Blank Items in 25 thru 48 to Normal - Sets all of the blank radio button selections for Physical Findings, Items 25 thru 48 to *Normal*.

Set All Normal Items in 25 thru 48 to Blank Sot All ONormal Items in 25 thru 48 to Blank - Sets all *Normal* radio button selections for Physical Findings, Items 25 thru 48 to *Blank*. *Abnormal* selections will remain selected.

Save Save - Selecting this button will save any newly entered or updated information.

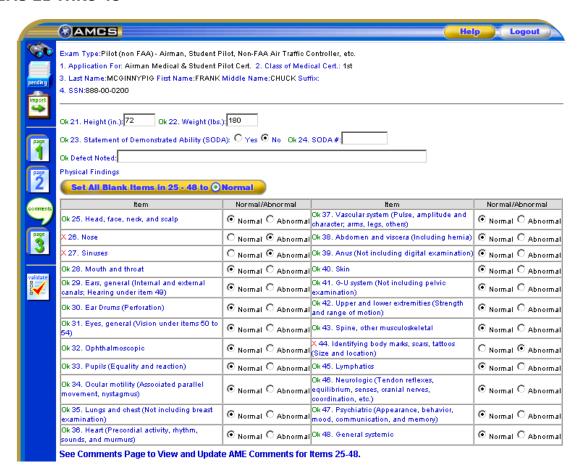
Previous Page - Selecting this button will save any newly entered or updated information and take you back to page 1 of the data entry screens.

Next Page Selecting this button will save any newly entered or updated information and take you to page 3 of the data entry screens.

Help — Provides information about the screen's functionality.

Logout — Logs you out and returns you to the Login screen.

ITEMS 21 THRU 48



21. Height (in.)

Enter the applicant's height in inches. A valid height between 36 and 90 inches only will be accepted.

22. Weight (lbs.)

Enter the applicant's weight in pounds. A valid weight between 50 and 450 pounds only will be accepted.

23. Statement of Demonstrated Ability (SODA)

Select either the Yes or No radio button. If Yes is selected, you must enter the SODA number.

24. SODA

Enter the SODA Serial number.

Defect Noted

Enter defects noted.

25 thru 48. Physical Findings

Select either the *Normal* or *Abnormal* radio button for each of the items 25 thru 48. All items marked "abnormal" require a comment.

If all of the items are Normal you can click on the SetAllBlank(tems)in 25 c.48 to Normal button. Each item's Normal radio button will be selected. Items 39 and 41 should remain blank if the applicant is female.

Clicking on the SolAll Normal Items in 25-48 to Blank button will clear the "Normal" selections.

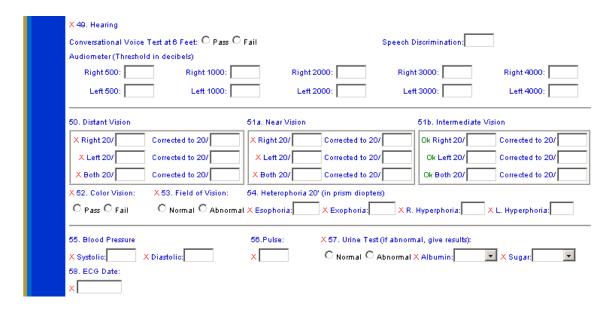
Comments on Physical Findings

Comments that must be entered for physical findings, items 25 thru 48, where the *Abnormal* radio button was selected shall be entered into the top section of the Comments screen

Click on the comments in the AME comment area of the screen that will launch. If item is disqualifying the AME should check the box beside the item number.



ITEMS 49 THRU 58



49. HEARING

NOTE

Applicant must pass at least one test (Conversational, Speech Discrimination or Audiometer). AME comments are required in block 60 for failure to pass.

Conversational Voice at 6 Feet

Select either the *Pass* or *Fail* radio button. The applicant must demonstrate hearing of an average conversational voice in a quiet room, using both ears, at 6 feet, with the back turned to the Examiner in order to pass.

Speech Discrimination

Enter the speech discrimination result in the box provided. The applicant must score at least 70 percent at intensity no greater than 65 dB in either ear in order to pass.

Audiometer (Threshold in Decibels)

Enter the Audiometer results in the appropriate boxes. The applicant's results should be better than or meet the following audiometric standards in order to pass.

Frequency (Hz)	500 Hz	1000 Hz	2000 Hz	3000 Hz
Better ear (dB)	35	30	30	40
Poorer ear (dB)	35	50	50	60

50. Distant Vision

Enter the distance vision results in the appropriate boxes. Distant vision standards can vary depending on exam type and class of certificate being applied for. Reference the AME Guide for the appropriate standards if necessary. AME comments are required in block 60 for out of range distant vision results.

51a. Near Vision

Enter the near vision (at 16 inches) results in the appropriate boxes. Near vision standards can vary depending on exam type and class of certificate being applied for. Reference the AME Guide for the appropriate standards if necessary. AME comments are required in block 60 for out of range near vision results.

51b. Intermediate Vision

Enter the intermediate vision (at 32 inches) results in the appropriate boxes. Intermediate vision standards can vary depending on exam type and class of certificate being applied for. Reference the AME Guide for the appropriate standards if necessary. AME comments are required in block 60 for out of range intermediate vision results.

52. Color Vision

Select either the *Pass* or *Fail* radio button. Errors that would keep an applicant from meeting the color vision standards are listed in the AME Guide. AME comments are required in block 60 if applicant fails color vision test.

53. Field of Vision

Select either the *Normal* or *Abnormal* radio button. The AME Guide describes different methods of determining whether or not the applicant's field of vision is within a normal range. AME comments are required in block 60 if field of vision results are abnormal.

54. Heterophoria 20' (In Prism Diopters)

Enter the Heterophoria test results in the boxes provided. Heterophoria standards can vary depending on exam type and class of certificate being applied for. Reference the AME Guide for the appropriate standards if necessary. AME comments are required in block 60 for test results that exceed the specified standards.

55. Blood Pressure

Enter the Systolic and Diastolic blood pressure readings in the boxes provided. The average blood pressure while sitting should not exceed 155 mm mercury systolic and 95 mm mercury diastolic maximum pressure for all classes. AME comments are required in block 60 if blood pressure readings are above specified limits.

56. Pulse

Enter the pulse reading in the box provided. There is no specified pulse rate that is considered disqualifying. However, abnormal pulse rates may be reason to conduct additional cardiovascular system evaluation and deferral may be indicated. AME comments are required in block 60 for abnormal pulse rates.

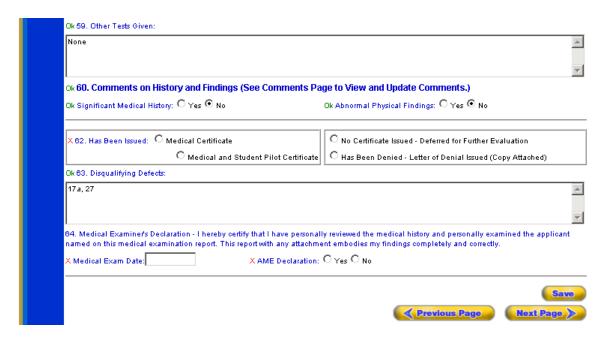
57. Urine Test (If Abnormal, Give Results)

Select either the *Normal* or *Abnormal* radio button. If Abnormal is selected, you must enter the Albumin and Sugar results in the boxes provided. You may also enter Albumin and Sugar results for normal urinalysis if desired. Reference the AME Guide for the most common conditions of aeromedical significance, and course of action that should be taken by the Examiner. AME comments are required in block 60 if results are abnormal.

58. ECG Date

Enter the date of the applicant's most recent ECG, if applicable in the (MM/DD/YYYY) format. Reference the AME Guide for the regulations regarding which applicant's require ECGs and how often. The date entered must be a valid date, no later than today's date, and no earlier than the $19^{\rm th}$ century.

ITEMS 59 THRU 64



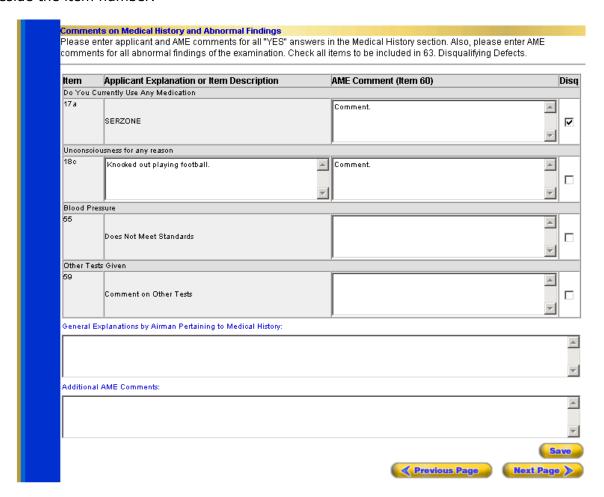
59. Other Tests Given

Enter any additional medical information in the box provided. Additional medical information may be furnished through additional history taking, further clinical examination procedures and supplemental laboratory procedures. AME comments are required in Block 60 when additional information is obtained.

60. Comments on History and Findings

Comments that must be entered for the Yes answers in the applicant's medical history and for out of range or abnormal results for items 17.a., 17.b., 19, 49, 50, 51.a., 51.b., 52 thru 57 and 59. shall be entered in the bottom section of the Comments screen

Click on the comments in the AME comment area of the screen that will launch. If item is disqualifying the AME should check the box beside the item number.



Significant Medical History

Select the Yes or No radio button.

Abnormal Physical Findings

Select the Yes or No radio button.

Certificate Eligibility Warning

Each exam is validated against the applicant's medical history in the DIWS. If the applicant has had a previous exam denial, a prior exam submitted within the past 90 days, or has a pending legal action a Certificate Eligibility Warning will appear above Item 62 recommending that you not issue a certificate.

Certificate Eligiblity Warning
Due to one or more of the following issue(s) related to this applicant, the FAA recommends that you do not issue a medical certificate or Student Medical Certificate. The potential issues include:
- Previous exam denial - Prior exam submitted within the past 90 days - Pending legal action
For additional information, please contact Medical Certification at (405)954-4821.
Ok 62. Has Been Issued: • Medical Certificate C No Certificate Issued - Deferred for Further Evaluation
C Medical and Student Pilot Certificate C Has Been Denied - Letter of Denial Issued (Copy Attached)

62. Has Been Issued (Certificate Status)

Select the appropriate radio button to indicate what type of certificate was issued or to indicate whether or not the certificate was deferred or denied. The applicant must meet the minimum age requirement (16 years) in order for a Medical and Student Pilot Certificate to be issued.

63. Disqualifying Defects

Items that an AME checks as disqualifying in the applicable areas of the Comments screen will be listed in this box by item number (e.g., 18v, 44, 53).

64. Medical Examiner's Declaration – I hereby certify that I have personally reviewed the medical history and personally examined the applicant named on this medical examination report. This report with any attachment embodies my findings completely and correctly.

Medical Exam Date

Enter the date of the examination in the (MM/DD/YYYY) format. The date entered must be a valid date, no later than today's date, and no earlier than the 19th century.

AME Declaration

Select the *Yes* or *No* radio button. Yes indicates that the AME has read the declaration and has signed the 8500-8 application.

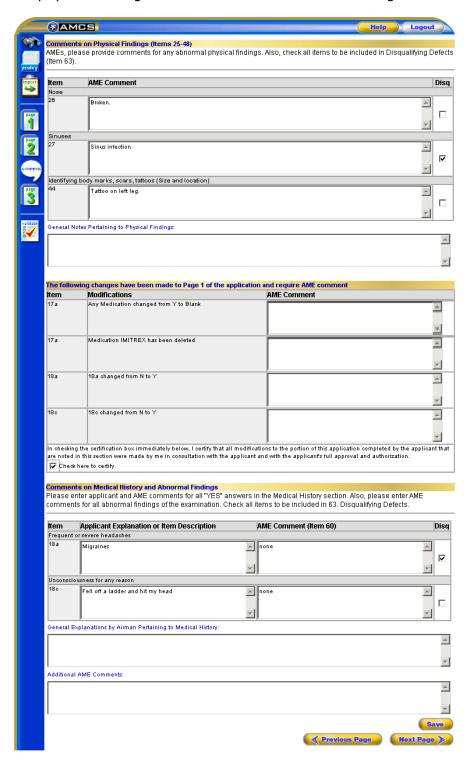
Clicking on the Noxt Page button at the bottom right of the screen will take you to the Comments screen. Enter any necessary comments and click on the Noxt Page button at the bottom right of the Comments screen to proceed to Page 3 of the Form 85008-Data Entry screens.

-OR-

Click on the icon at the top left of the screen. Information entered on Page 2 will be saved and you will be taken to Page 3 of the Form 8500-8 Data Entry screens.

Comments Screen

The Comments screen was designed to provide a central location in which to enter explanations and comments pertaining to an applicant's medical history, comments related to any abnormal physical findings and comments for other out of range or abnormal results.



Comments on Physical Findings

AME comments that must be entered for physical findings, items 25 thru 48, where the *Abnormal* radio button was selected shall be entered into the top section of the Comments screen.

Modifications to Page 1 of Imported Exams

This section is for comments when an AME makes modifications to information on page 1 of an application imported via the FAA MedXPress. An AME must enter a comment for each modification before the exam can be submitted.

Applicant Explanations

Applicant explanations that must be entered for medical history items where the *Yes* radio button was selected shall be entered into the bottom section of the Comments screen where applicable.

Comments on History and Findings

AME comments that must be entered for the Yes answers in the applicant's medical history and for out of range or abnormal results for items 17.a., 17.b., 19, 49, 50, 51.a., 51.b., 52 thru 57 and 59, shall be entered in the bottom section of the Comments screen

Form 8500-8 Data Entry Screen Page 3

Page 3 of the Form 8500-8 Data Entry screens was designed to present itself as Certificate Issued or No Certificate Issued as applicable and is where the AME will submit the exam to the DIWS database.

Page 3 (Certificate Issued) can present itself in three different ways depending on whether a certificate was printed prior to exam submission and whether or not the applicant has medical history issues in DIWS that suggest a certificate should not be issued at this time.

FUNCTIONS:

Search Icon — Takes you to the Search Applicants screen where you can choose whether to add an exam for a new applicant or search for an existing applicant in order to add an exam to the applicant's record or to review the applicant's previous exams.

Pending Icon — Takes you to the Pending Exams screen, which displays exams performed by the AME's office in a pending status.

Import Icon - Takes you to the Import Application screen, where you can search for exam application information entered by an applicant via the FAA's MedXPress system.

Page 1 Icon — Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 1 of the data entry screens.

Page 2 Icon Selecting this icon, when displayed in green, will save any newly entered or updated information and take you to page 2 of the data entry screens.

Comments Icon — Takes you to the Comments page where you can enter comments for *Yes* radio button selections for Item 18, Medical History, selections a. thru x; for *Abnormal* radio button selections made for the Physical Findings, Items 25 thru 48; and for out of range or abnormal results for items 17.a., 17.b., 19, 49, 50, 51.a., 51.b., 52 thru 57 and 59

IMPORTANT: A section for comments when an AME makes modifications to information on page 1 of an application imported via the FAA MedXPress is provided. An AME must enter a comment for each modification before the exam can be submitted.

Page 3 Icon 3 – This icon, when displayed in blue, indicates that you are on page 3 of the data entry screens.

Validate Icon <a>Selecting this icon will save any newly entered or updated information, validate that information and display a list of errors if applicable.

Save Save - Selecting this button will save any newly entered or updated information.

Previous Page — Selecting this button will save any newly entered or updated information and take you back to page 2 of the data entry screens.

Submit Exam - Selecting this button will perform a final validation of the exam information, which will launch either a window depicting the fields that contain an error or a window displaying a message that the exam submitted successfully along with a **Preview Cert.** button if you are issuing a certificate and have not printed it yet.

Help — Provides information about the screen's functionality.

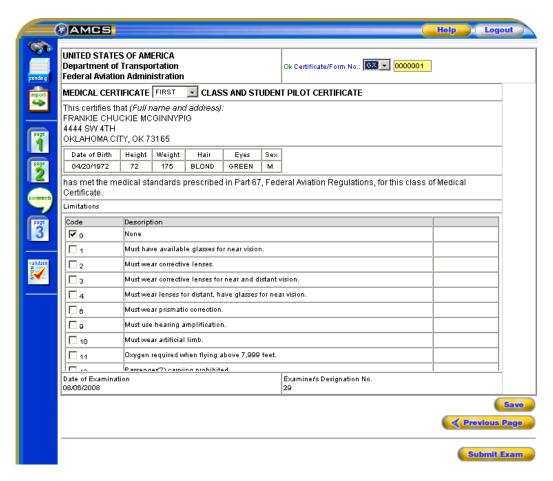
Logout — Logs you out and returns you to the Login screen.

NO CERTIFICATE ISSUED



If No Certificate Issued –Deferred for Further Evaluation, Has Been Denied – Letter of Denial Issued (Copy Attached) or FAA ATC–Deferred – No Certificate Issued under Certificate Status was selected on Page 2 of the Form 8500-8 Data Entry screens, a screen indicating that no certificate will be issued by the AME will launch.

CERTIFICATE ISSUED



If *Medical Certificate* or *Medical and Student Pilot Certificate* under Certificate Status was selected on Page 2 of the Form 8500-8 Data Entry screens, the Medical Certificate screen will launch allowing you to update the certificate information if necessary.

IMPORTANT If a certificate has already been printed using the **Cert** button on Page 1, no changes should be made to the certificate information at this point. If the data being submitted does not match the data that was printed on the certificate, the exam will not submit and a **Certificate Data Mismatch Verification** screen will launch.

Medical Certificate Class

Select the appropriate classification granted from the drop down list provided.

Limitations

Select the limitation(s) that apply.

Certificate/Form Number

This field will automatically populate with a GX-***** computer generated number if the exam was transmitted via the FAA's MedXPress system and the digits will be read-only. (Exams that were imported prior to the new release will have an FX prefix.) If the exam information is being entered from the AME's office the FF-***** or GG-***** number from the paper 8500-8 form should be entered.

If an AME needs to use a paper 8500-8 form to issue a certificate to an applicant whose exam was imported via the MedXPress system and only has the FF-series paper forms available, the form number can be changed from GX to FF. Changing the form number will cause the electronic form to convert to an FF series form, thereby removing question 18.y and any comment that may have applied. It will also require you to re-answer question 18.v if it was answered "Yes" prior to the form conversion. You will receive the following warning message if you convert to an FF series form.

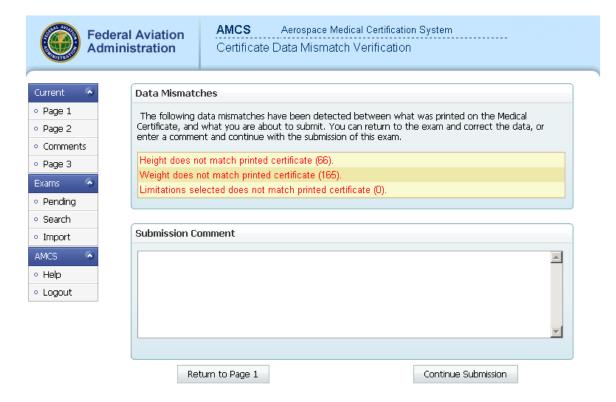


The form number can also be changed from FX to GG and a paper 8500-8 form used to issue a certificate to an applicant whose exam was imported via the MedXPress system. Changing the form number will cause the electronic form to convert to a GG series form, thereby adding question 18.y that will need to be answered. It will also require you to reanswer question 18.v if it was answered "No" prior to the form conversion. You will receive the following warning message if you convert to a GG series form.



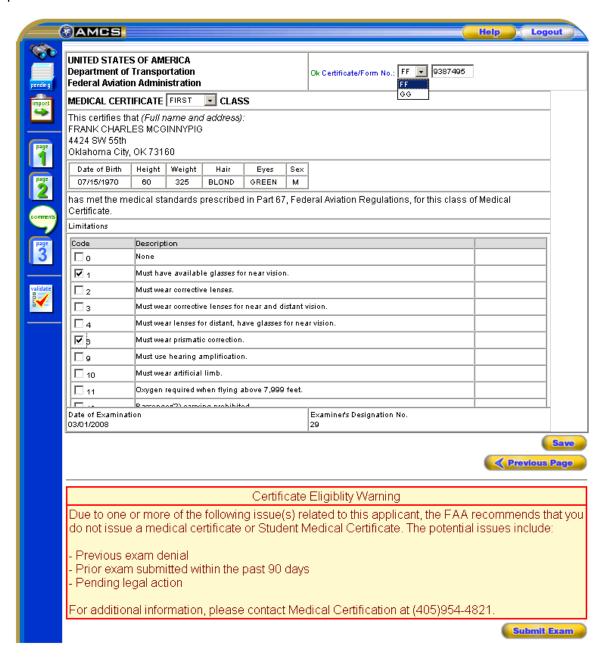
Certificate Data Mismatch Verification

This screen launches if information printed on the certificate issued pre-submission has changed or if you have selected deferred or denied in block 62 and you are now trying to submit the exam. AMCS will not allow you submit the exam without a comment in the box provided or a correction of the changed data.



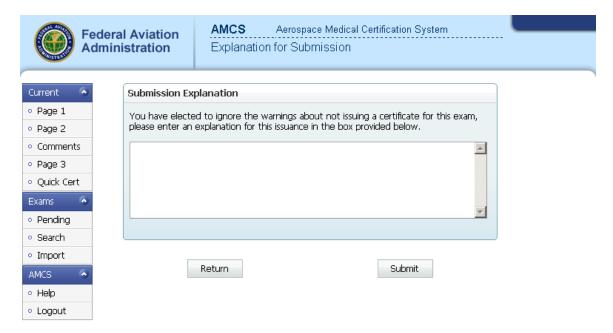
Certificate Issued With Certificate Eligibility Warning

Each exam is validated against the applicant's medical history in the DIWS. If the applicant has had a previous exam denial, a prior exam submitted within the past 90 days, or has a pending legal action, a Certificate Eligibility Warning will appear above Item 62 recommending that you not issue a certificate. If the AME has decided to issue anyway the warning will be shown again prior to submission. If the AME decides to continue to ignore the warning a screen will launch requiring the reasons for issuance against the warnings be explained.



Explanation for Submission

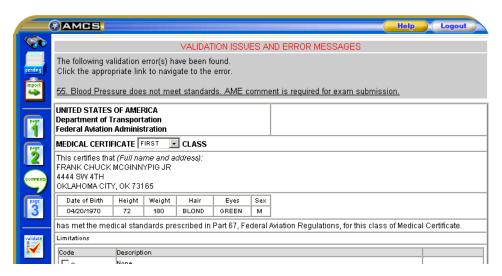
If the decision has been made to ignore the warnings and issue a certificate anyway the Explanation for Submission screen will launch requiring the AME to enter an explanation for the issuance before AMCS will allow submission of the exam.



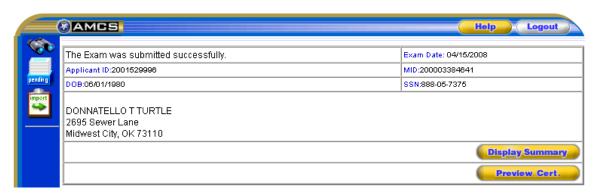
EXAM SUBMISSION CONFIRMATION

Once all of the necessary data has been entered, click on the **Submit Exam** button on the bottom of Page 3 of the Form 8500-8 Data Entry screens.

If the data does NOT pass the final validation stage, error messages will display at the top of the page. Clicking on the error will take you to the appropriate page of the Form 8500-8 Data Entry screens so you can correct the error.



If all of the data passes the final validation stage, a Confirmation screen will appear displaying a message indicating that the exam was submitted successfully along with the Exam Date, Applicant ID number, MID number, applicant's DOB and SSN as well as the applicant's name and address.



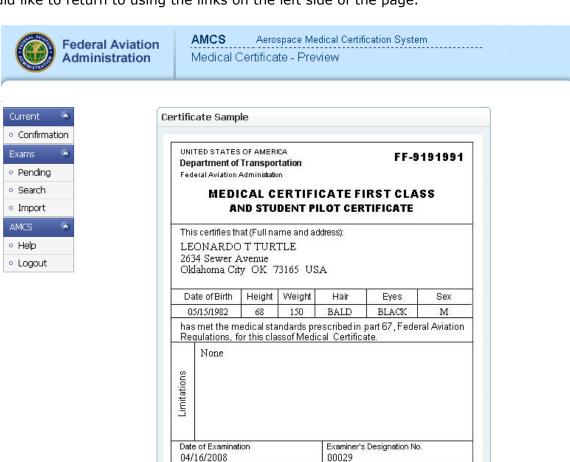
The MID number uniquely identifies this examination within the DIWS database. The Applicant ID uniquely identifies the individual within the DIWS database. These numbers should be included on all correspondence associated with this application as it will allow the FAA to quickly locate an airman's record.

Clicking the Display Summary button presents a summary of the completed Form 8500-8.

Clicking the Preview Cort button launches the Medical Certificate Preview page where the medical certificate can be reviewed and then printed.

Medical Certificate Preview

Clicking on the **Preview Cert.** button on the bottom of the Confirmation screen will launch this screen. If the certificate is accurate, click on the **Print Certificate** button and make the necessary print selections. Once the certificate has printed, select where in AMCS you would like to return to using the links on the left side of the page.



Signature

Typed Name

AIRMAN'S SIGNATURE

Applicant ID: 2001529997

WARREN S. SILBERMAN, DO

FAA Form 8420-2 (3-99) Supersedes Previous Edition

Print Certificate

Control No.: 200003384642

NSN: 0052-00-670-7002